

E-rate Newsletter for MI Libraries

E-rate News, Tips and Tricks

March 9, 2009

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Even though the filing deadlines are over there is still more to do to make sure your library is prepared for PIA (Program Integrity Assurance) Review.

We are here to answer any questions about e-rate. Just call the E-rate Hotline at **888-307-6569**.



MI Broadband Summit!

Start making your plans now to attend the MI Broadband Summit hosted by the Library of Michigan and the American Library Association. The Summit will be on Wednesday, May 20, 2009 at the Kellogg Center in East Lansing.

This event will provide Michigan Libraries with a full day of access to the latest information from the rapidly changing world of telecommunications services and the opportunities (and risks) that always come along with innovation. We will decode the tech-jargon and discuss how these new technologies can improve library services.

For further information go to www.mich.gov/techforlibraries.

E-rate what should I be working on now?

Now that the rush for filing the Form 471 is over, you should have received your Receipt Acknowledgment Letter (RAL). This letter gives you a good opportunity to

review your Form 471 and make any corrections to contact information, Block 4 Free and Reduced Lunch counts and entities and Block 5 information on your requests for services and/or equipment.

The Item 21 Attachments should also be submitted at this time. These are narrative descriptions that provide more detail to the requested services and equipment. This detailed information gives the Program Integrity Assurance (PIA) reviewer more information about your application (and hopefully fewer questions to answer). It is best to submit these documents on-line.

How's your E-rate binder doing?

With your 471 Application for 2009 completed "In Window" and (hopefully) your Item 21 Attachments submitted, now is the time to make sure that your documentation is complete. An excellent way to assure compliance is to use the SLD's guidelines for an E-Rate Binder. You can download the PDF version of the Binder's [Table of Contents](#) from the SLD's Reference Area on their website. You can even download the Binder's labels. This is a good way to maintain your documents over time. Use paper format or use the Table of Contents to setup an electronic Binder with folders named for each of the ten major headings. (You should have a separate Binder for each Funding Year).

The first three 'chapters' of the binder are shown below...

1. USAC Forms & Certifications

- 1.1. Form 470 & delivery confirmations
- 1.2. Form 471 & delivery confirmations
- 1.3. Form 472 & delivery confirmations
- 1.4. Form 479 (Consortium members & consortium leaders only)
- 1.5. Form 486 & delivery confirmations
- 1.6. Form 500 & delivery confirmations

2. USAC Letters

- 2.1. Form 470 Receipt Notification Letter (RNL)
- 2.2. Form 471 Receipt Acknowledgment Letter (RAL)
- 2.3. Form 471 Out Of Window Letter (OOW)
- 2.4. Funding Commitment Decision Letter (FCDL)
- 2.5. Form 486 Notification Letter
- 2.6. Form 500 Notification Letter
- 2.7. BEAR Notification Letter
- 2.8. Quarterly Disbursement Reports (QDR)
- 2.9. Other USAC letters

3. Technology Plan & Approval Letter

- 3.1. Written Technology Plan with Creation Date
- 3.2. Approved Technology Plan
- 3.3. Approved Technology Plan updates
- 3.4. Certified Technology Plan Approver Letter
- 3.5. Professional Development Training Log (Sample Available)
- 3.4. Technology Plan Training Sign In Sheet (Sample Available)

Audits are on the increase and having an up-to-date E-Rate Binder on hand for each funding year is a good way to assure that your library is in full compliance with SLD's Document Retention Guidelines.

Call our helpline if you need help.

Cost Allocation

Has anyone collaborated with a non-erate eligible entity (like county government) to bring broadband services to their library and share the cost using a cost allocation technique with the e-rate program? Please call the Hotline at 1-888-307-6569 and let us know. We want to share this opportunity with everyone.

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